

New Director's Instruction for incidental use of government property

The Director has issued DI 05-002, "*Incidental Use of Government Property*," which clarifies when and how Laboratory employees may use Lab (government) telephones, computers and other electronic equipment for "incidental" personal use. Limited personal use of government equipment is allowed under AM 701, *Government Resources*, and DOE Order 203.1. The instruction was issued to provide consistency among Laboratory organizations and assist in interpreting AM 701. The instruction also points out security concerns of carrying personal cell telephones or other personal electronic equipment on Laboratory property.

Employees may:

- use Laboratory telephones for occasional personal, professional, or community conversations, but are reminded that personal calls must not interfere with the conduct of Laboratory business. The Laboratory expects employees to limit personal calls to no more than 15 minutes during the work day.
- use Lab cellular telephones for "incidental" personal use, as long as calls are kept to a minimum.
- use Lab desk telephones and cell phones to make "incidental" long distance calls, so long as the employee either reimburses the cost of the call or the call does not add incremental cost to the Laboratory.
- give the number of their Laboratory pager to family members or others for non-business uses. The Laboratory expects employees to limit personal pages to a bare minimum.
- use Lab-hosted electronic mail to send and receive personal e-mail, subject to restrictions on improper uses in AM 701, and maintain personal or professional e-mail address lists on their desktop computers.
- use Laboratory desktop or laptop computers to access the Internet for "incidental" personal use, subject to restrictions on improper uses in AM 701, so long as personal use is confined to non-work hours (such as lunchtime or work breaks).
- carry personal cell phones or other electronic devices at work, subject to Laboratory security measures and prohibitions; personal telephones or other equipment may not be carried in exclusion areas, or within 50 feet of an exclusion area, subject to the provisions of our security policies and procedures.

The purpose of the Director's Instruction is to ensure that the Laboratory remain a good steward of government resources, in this case, official work time as well as government equipment, while at the same time recognizing that incidental personal use of these resources is part of our professional and social life.

Workers and managers are asked to make sure that they meet the "spirit and intent" of the policy as well as its explicit provisions, and use their personal judgment as to whether their personal use of government resources is proper.